Project No. 73145, 2024 Annual Pay Raise Activities TIMELINE
UPDATE as of November 14, 2023

Monday, November 13, 2023
- Release Annual Pay Raise "Kickoff" CAPPS Notice and PowerPoint Presentation to CAPPS Community and Agency Contacts, regarding the pay raise effort and the required processing activities for Pay Period 01, 2024.
- Release Annual Pay Raise Activities TIMELINE internally to all NFC employees.

Tuesday, November 14, 2023
- Release "reminder" notification <u>via email to CAPPS Community and Agency Contacts</u> regarding the Annual Pay Raise "Kickoff" Meeting with Agencies.

UPDATE - Thursday, November 16, 2023
- Conduct Annual Pay Raise "Kickoff" Meeting with Agencies via Microsoft Teams.

Wednesday, November 29, 2023
- Release "reminder" notification <u>via email to Agency Contacts ONLY</u> regarding the Training Session to discuss completing the Agency Requirements/TMGT Tables Form.

Monday, December 4, 2023
- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding the suspense error cleanup deadline, upcoming deadlines for pay raise activities, and the Agency Contacts List deadline.

Wednesday, December 6, 2023
- Conduct Training Session for Agency Contacts ONLY via Microsoft Teams.

Friday, December 8, 2023
- **"AGENCY DEADLINE"** for submitting updates regarding the Agency Contacts List to the Annual Pay Raise Mailbox.
- **"AGENCY DEADLINE"** for submitting Agency Test Participation (SSN File) Forms to the Annual Pay Raise Mailbox.
- **"AGENCY DEADLINE"** for submitting Agency Security Access Requests via ServiceNow.

Friday, December 15, 2023
- <u>Tentative date</u> that the President may sign the Executive Order.
- <u>Tentative date</u> that OPM may publish salary adjustment information to the OPM website.

Friday, January 5, 2024 (by 12:00pm CST)
"AGENCY DEADLINE" for submitting Annual Pay Raise requirements and TMGT updates. There will be no extensions.
  - For **Agency-specific** <u>TMGT table updates that should be processed manually for Tables 16, 29, 52, and 98</u>, Agencies will be required to submit their requests to the TMGT Team via the ServiceNow procedures for TMGT updates through Agency-authorized personnel only.
    - ServiceNow RequestTickets must be submitted as a Request, and not an Incident, to the PaPB/QCS group for processing, and screen prints are required with each update to ensure accuracy.
    - Agency Requirements/TMGT Tables Forms relating to those manual updates should be submitted to the Annual Pay Raise Mailbox, and the ServiceNow ticket number should be entered on the form for tracking purposes.

- o For TMGT table updates that should be processed via batch load, Agencies will be required to submit their Agency Requirements/TMGT Tables Forms to the Annual Pay Raise Mailbox, along with the associated table update requests.

Monday, January 8, 2024 – Tuesday, January 16, 2024
- Development and Requirements staffs will:
  - o Begin updating Table 30, Table 52, and Table 55 entries for the beginning of the new tax year (prior to the first pay period to be paid in 2024).
  - o Begin updating Table 30, Table 52, and Table 55 for 2024 salary amounts (in Pay Period 27, 2023).
  - o Begin processing Agency Requirements/TMGT Tables Forms.
  - o Begin loading OPM Tables to TMGT Production Database.
  - o Begin loading agency specific bulk files to TMGT Production Database.
  - o Begin verifying OPM and agency specific tables on TMGT Production Database.

Friday-January 12, 2024
- Pay Raise Team deadline for submission of all manual table entry requests to the Annual Pay Raise Mailbox for processing.

Monday, January 15, 2024
- MLK HOLIDAY

Wednesday, January 17, 2024
- Run the EmpowHR process ZLDCTRTB off-cycle in PROD to load EmpowHR setup tables after TMGT table updates (approx. 7:00 pm central time).
- Run the EmpowHR copy-of-production load processes as per usual at midnight and then put them on hold until further notice.
- Hold *EmpowHR* CPY (USDA, DHS, and DOJ) until after Pay Raise processing completes.
- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding verification of TMGT and EmpowHR table entries.

Thursday, January 18, 2024
- **"AGENCY DEADLINE" by 4:00 pm central time for submitting Agency Status Reports (with approval/findings for the verification of TMGT and *EmpowHR* table entries) to the Annual Pay Raise Mailbox.**
- Run EmpowHR SQL script in the copy-of-production environments loading TMGT updates not included in the weekly ZLDCTRTB process (FCA IGA-PERCENT, REMARKS and Salary Plan pay limits).
- Run TEST PINE Pass 01 for Pay Period 01, 2024 in IDMS61/DICT02 (evening run).
- Run TEST PAYE Pass 01 for Pay Period 01, 2024 in IDMS61/DICT02 (evening run).
- Perform *EmpowHR* import activities from PINE Pass 01 into CPY (USDA, DHS, and DOJ) **after** TEST PINE Pass 01 is completed. If additional PINE Passes are executed, *EmpowHR* will need to repeat import activities.
- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding verification of TEST PINE Pass 01 data and TEST PAYE Pass 01 data (scheduled for Friday, January 19, 2024 from 8:00 am central time to 4:00 pm central time).
- Run PRODUCTION PAYE Pass 01 for Pay Period 27, 2023.

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Friday, January 19, 2024
- **"<u>AGENCY DEADLINE</u>" by 4:00 pm central time for submitting Agency Status Reports (with approval/findings for the verification of TEST PINE Pass 01 data and TEST PAYE Pass 01 data) to the Annual Pay Raise Mailbox.**
- **"<u>AGENCY DEADLINE</u>" by COB for cleaning up PRODUCTION suspense to ensure pay adjustments for 2024 will process correctly.**
- Release CAPPS Notice to CAPPS Community and Agency Contacts with the 2024 Annual Pay Raise Bulletin, along with the Pay Rate Determinant (PRD) Code T Bulletin (if applicable).
- Release "reminder" CAPPS Notice to CAPPS Community and Agency Contacts regarding the execution of PRODUCTION PINE Pass 01 for Pay Period 01, 2024 (scheduled for the evening of Sunday, January 21, 2024).
- Run PRODUCTION PAYE Pass 02 for Pay Period 27, 2023.

Sunday, January 21, 2024
- *EmpowHR* USDA, DHS and DOJ Production not available.
- Run *EmpowHR* exports.
- Run *EmpowHR* normally scheduled weekly TMGT download process.
- Run PRODUCTION PINE Pass 01 for Pay Period 01, 2024 (evening run).
  - During a PINE pass run, PPS will generate and send a daily file to webTA, GovTA, & Paycheck8 to load.
  - PWSB will request Scheduling to run webTA 3.8, webTA 4.2, webTA 5.0, and GovTA Import Daily Job.
- Run *EmpowHR* imports upon completion of PRODUCTION PINE Pass 01.
  - *EmpowHR* will send a daily file to webTA 4.2 to load.
  - PWSB will request Scheduling to run webTA 4.2 Import EmpowHR Job.

Monday, January 22, 2024
- **EmpowHR application will be <u>unavailable</u> due to pay raise processing activities.**
- **No PRODUCTION PINE passes will be executed.**
  - When PINE does not run, a PPS daily file will <u>not</u> be sent to webTA 3.8, webTA 4.2, webTA 5.0, GovTA, and Paycheck8 to load.
  - When PINE does not run, files will <u>not</u> be produced for NEMP, bidirectional feeds, and FEHB OPM files.
  - When PINE does not run, files dependent upon the daily PINE process will <u>not</u> be transferred via Secure File Transfer Protocol (SFTP).
- *EmpowHR* will <u>not</u> send a daily file to webTA 4.2 to load.
- No *EmpowHR* exports/imports will be executed.
- Release CAPPS Notice to CAPPS Community and Agency Contacts regarding the verification of PRODUCTION PINE Pass 01 data for PPS customers only.
  - A separate notification will be sent to *EmpowHR* customers upon completion of *EmpowHR* imports. Barring any unforeseen processing issues, we expect to have the *EmpowHR* application up/running for Agency verification on Tuesday, January 23, 2024.
- All NFC applications, with the exception of *EmpowHR*, will remain available in order to verify PRODUCTION PINE Pass 01 data.

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Tuesday, January 23, 2024
- **No PRODUCTION PINE passes will be executed.**
  - When PINE does not run, a PPS daily file will <u>not</u> be sent to webTA 3.8, webTA 4.2, webTA 5.0, GovTA, and Paycheck8 to load.
  - When PINE does not run, files will <u>not</u> be produced for NEMP, bidirectional feeds, and FEHB OPM files.
  - When PINE does not run, files dependent upon the daily PINE process will <u>not</u> be transferred via SFTP.
- *EmpowHR* will <u>not</u> send a daily file to webTA 4.2 to load.
- No *EmpowHR* exports/imports will be executed.
- Continue Agency verification of PRODUCTION PINE Pass 01 data for PPS and *EmpowHR*.
- *EmpowHR* USDA, DHS and DOJ Production available.

Wednesday, January 24, 2024
- *EmpowHR* exports/imports will resume.
- Continue Agency verification of PRODUCTION PINE Pass 01 data for PPS and *EmpowHR*.
  - **"AGENCY DEADLINE"** for PPS and *EmpowHR* no later than noon (i.e., 12:00 pm central time) for submitting Agency Status Reports (with approval/findings for the verification of PRODUCTION PINE Pass 01 data) to the Annual Pay Raise Mailbox.
- Run PRODUCTION PINE Pass 02 for Pay Period 01, 2024 (evening run).
  - PPS will send a daily file to webTA, GovTA, & Paycheck8 to load during a PINE pass run.
  - PPS will resume SFTP file transfers for files dependent on the daily PINE pass.
  - *EmpowHR* will send a daily file to webTA 4.2 to load.

Thursday, January 25, 2024
- Resume normal production schedule with PRODUCTION PINE Pass 03 for Pay Period 01, 2024.

Saturday, January 27, 2024
- All applications will be available on maintenance weekend until 6:00 pm central time.

Thursday, February 1, 2024
- Run PRODUCTION PAYE Pass 01 for Pay Period 01, 2024 (all CVs).

Friday, February 2, 2024
- Run PRODUCTION PAYE Pass 02 for Pay Period 01, 2024 (all CVs).
- Normal Pay Period 01, 2024 end of pay period processing.
- Data for producing SF-50s will be available at the end of Pay Period 01, 2024 processing.

Monday, February 5, 2024
- Run PRODUCTION PINE Pass 01 for Pay Period 2, 2024.